



Scenic Pacifica  
Incorporated Nov. 22, 1957

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## CITY OF PACIFICA

170 Santa Maria Avenue • Pacifica, California 94044-2506  
[www.cityofpacific.org](http://www.cityofpacific.org)

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**MAYOR**  
Sue Vaterlaus

**MAYOR PRO TEM**  
Deirdre Martin

**COUNCIL**  
Sue Beckmeyer  
Mary Bier  
Mike O'Neill

December 28, 2018

Dave Mass  
MuckRock News  
DEPT MR 66083  
411A Highland Ave  
Somerville, MA 02144-2516

*Via Email: [66083-24465556@requests.muckrock.com](mailto:66083-24465556@requests.muckrock.com)*

*Re: Public Records Request*

Dear Mr. Mass:

The City of Pacifica is in receipt of your requests received on December 21, 2018. A copy of your Public Records Requests are attached for reference.

The City wishes to cooperate to the fullest extent possible with the Public Records Act (Government Code section 6250 *et seq.*). Under established California law, the City is obliged to comply with a request for a public record so long as the requester makes a specific and focused request for information, that information is maintained by the City in its ordinary course of business, the information is disclosable (and not privileged or otherwise exempt for disclosure), and the record can be located with reasonable effort. The Public Records Act provides for the inspection or copying of existing identifiable public records; it does not compel the City to create new records, lists, privilege logs, or reports in response to a request.

The City is required to determine whether the request, in whole or in part, seeks copies of disclosable public records. Ordinarily, this determination must take place within ten (10) days of the City's receipt of the request. However, Government Code Section 6253(c)(2) authorizes the City to extend the time for making this determination by up to fourteen (14) days if the City needs to search for, collect and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request. The City is invoking its right under Government Code Section 6253(c)(2) to extend the time to respond to your public records request by fourteen (14) days in order to compile and provide the information you request. It will take the City a significant amount of time to review this material and compile the information necessary to respond to your inquiries. We are in the process of reviewing our files to compile the necessary information and anticipate we will provide our response to you on or before January 14, 2019.

If you have any questions please contact me directly at 650-738-7409.

Sincerely,



Sarah Coffey  
City Clerk

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DEC 21 2018

PACIFICA POLICE

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DEC 21 2018

CITY CLERK

Pacifica Police Department  
PRA Office  
2075 Coast Hwy  
Pacifica, CA 94044

December 17, 2018

To Whom It May Concern:

Pursuant to the California Public Records Act, I hereby request the following records:

Materials related to this agency's acquisition of, access to, preservation of, or disclosure of automated license plate readers (ALPR) or ALPR data:

1. Policies related to the adoption of ALPR technology, including those guiding the procurement process or necessary administrative obligations before acquisition.
2. Training policies, requirements, and materials for automatic license plate reader system operators.
3. Databases used to compare data obtained by the automatic license plate reader system.
4. Policies related to the retention and security of captured ALPR data, including those regarding:
  - the length of time after capture that data may be preserved
  - exceptions to general data preservation policies
  - internal data security and access
  - data destruction
5. Policies related to the sharing of captured ALPR data by this agency with other agencies, including those directing:
  - the manner in which another agency may request data
  - the circumstances under which captured data may be shared, and
  - the responsibilities of the recipient agency in regards to data retention and use.
  - access by this agency to data obtained by automatic license plate reader systems not operated by the law enforcement agency.

Please also provide the number of requests made by outside agencies, if applicable.

6. Policies related to the sale of data or the sharing of data with non-law enforcement actors.
  - If applicable, please provide all agreements between this agency and non-law enforcement actors.
7. Policies regarding oversight of automatic license plate reader system use.

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8. Audit Reports

9. Policies related to maintenance and calibration.

Please also provide maintenance and calibration schedules and records for the system on file.

10. Any other policies or reports on subjects related to automatic license plate reader system use by the agency.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 10 calendar days, as the statute requires.

Sincerely,

Dave Maass

Filed via MuckRock.com  
E-mail (Preferred): 66083-24465556@requests.muckrock.com

For mailed responses, please address (see note):  
MuckRock News  
DEPT MR 66083  
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Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

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DEPT MR 65950  
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Somerville, MA 02144-2516  
65950-51131374@requests.muckrock.com

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DEC 21 2018

PACIFICA POLICE

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CITY CLERK

Pacifica Police Department  
PRA Office  
2075 Coast Hwy  
Pacifica, CA 94044

December 17, 2018

To Whom It May Concern:

Pursuant to the California Public Records Act, I hereby request the following records:

- 1) The names of agencies and organizations with which the Agency shares ALPR data;
- 2) The names of agencies and organizations from which the Agency receives ALPR data;
- 3) The names of agencies and organizations with which the Agency shares "hot list" information;
- 4) The names of agencies and organizations from which the Agency receives "hot list" information;

This information is easily available within the Agency's LEARN system. The simplest way to extract this data is to generate an "Agency Data Sharing Report" PDF file from within LEARN. To do this, a user may simply go to the "Sharing" section of LEARN and select "Output Report." A CSV/XLS file containing these records would also satisfy this request.

The instructions for extracting this data is described on pages 62-63 of the LEARN Agency Manager Guide, which may be found at this link:

<https://www.documentcloud.org/documents/3860685-LEARN-5-1-Agency-Manager-Guide.html>

An example of this record may be found at this link:

<https://www.documentcloud.org/documents/3936113-Palos-Verdes-Estates-Police-Department-Data.html>

A number of other agencies have regularly determined the above information constitutes a public record and have provided an "Agency Data Sharing Report." These agencies include:

Anaheim Police Department, Antioch Police Department, Bakersfield Police Department Chino Police Department, Clovis Police Department, Elk Grove Police Department, Fontana Police Department, Fountain Valley Police Department, Glendora Police Department, Hawthorne Police Department, Irvine Police Department, Livermore Police Department, Lodi Police Department, Long Beach Police Department, Montebello Police Department, Orange Police Department, Palos Verdes Estates Police Department, Red Bluff Police Department, Sacramento Police Department, San Bernardino Police Department, San Diego Police Department, San Rafael Police Department, San Ramon Police Department, Simi Valley Police Department, and the Tulare Police Department.

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We further request the following records

The aggregate number of "detections" (i.e. license plate scans and associated data) collected during 2016.  
The aggregate number of detections collected during 2017.  
The aggregate number of detections collected during 2018.  
The aggregate number of "hits" (i.e. times that a plate on a hotlist was detected) during 2016.  
The aggregate number of "hits" during 2017.  
The aggregate number of "hits" during 2018.

This information is easily available within the Agency's LEARN system. The simplest way to extract this data is to generate a "Dashboard Hit Ratio Report" PDF file from within LEARN. We would prefer the data for each year to be provided separately.

An example of this document may be found at:

<https://www.documentcloud.org/documents/3870802-Sacramento-PD-Hit-Ratio-Rpt-010112-051917-Redacted.html>

The instructions for extracting this data is described on pages 78-79 of the LEARN Agency Manager Guide, which may be found at this link:

<https://www.documentcloud.org/documents/3860685-LEARN-5-1-Agency-Manager-Guide.html>

The following agencies have regularly determined the above information constitutes a public record and have provided an "Dashboard Hit Ratio Report." These agencies include:

Anaheim Police Department; Bakersfield Police Department; Chino Police Department; Clovis Police Department; Elk Grove Police Department; Fontana Police Department; Irvine Police Department; La Habra Police Department; Laguna Beach Police Department; Lodi Police Department; Sacramento Police Department; San Diego Police Department; San Ramon Police Department; and the Red Bluff Police Department.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 10 calendar days, as the statute requires.

Sincerely,

Dave Maass

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